

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME  FIRST NAME  MIDDLE NAME	VERIL		
	RANNIE		NAME EXTENSION (JR., SR)
	BERONDO		
3. DATE OF BIRTH (mm/dd/yyyy)	02/11/1995	16. CITIZENSHIP  If holder of dual citizenship,  please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS          ZIP CODE	
7. HEIGHT (m)	1.63 m		
8. WEIGHT (kg)	54.5 kg		
9. BLOOD TYPE			
10. GSIS ID NO.		18. PERMANENT ADDRESS          ZIP CODE	
11. PAG-IBIG ID NO.	121201370391		
12. PHILHEALTH NO.	13-050190531-4		
13. SSS NO.			
14. TIN NO.	473-318-551-000		
15. AGENCY EMPLOYEE NO.		19. TELEPHONE NO.	
		20. MOBILE NO.	09466752935
		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	N/A	NAME EXTENSION (JR., SR)		
	N/A			
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	VERIL		N/A	N/A
	RONALD	NAME EXTENSION (JR., SR)	N/A	N/A
	LIBREA		N/A	N/A
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME	LYDIA BESTUDIO BERONDO		N/A	N/A
	VERIL		N/A	N/A
	LYDIA		N/A	N/A
	BERONDO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PANGASUGAN ELEMENTARY SCHOOL	GRADE I TO GRADE VI	2000	2006	With Honor	2006	
SECONDARY	VISAYAS STATE LABORATORY HIGHSCHOOL		2006	2011	With Honor	2011	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2011	2015		2015	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
					NUMBER	Date of Validity		
	CSE-PPT SUBPROFESSIONAL LEVEL	83.03	March 26, 2023	NEW ORMOC CITY NATIONAL HIGH SCHOOL, ORM OC CITY				
(Continue on separate sheet if necessary)								
V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY / JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	07/16/2022	Present	Deputy Documents and Records Controller (dDRC)	VSU-PPO-Instrumentation and Laboratory Equipment Unit	603.40/day		JOB ORDER	Y
	03/01/2017	12/31/2021	ADMINISTRATIVE AIDE I	VSU-ACCOUNTING OFFICE	553.40/day		JOB ORDER	Y
	06/01/2015	06/01/2016	PART-TIMER INSTRUCTOR	VSU-DEPARTMENT OF BUSINESS AND MANAGEMENT	120/hr		JOB ORDER	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE			

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	WEBINAR 11313 SAFE SPACES ACT	12/10/2020	12/10/2020	3.0		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	4.0		VISAYAS STATE UNIVERSITY
	WEBINAR DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	3.0		VISAYAS STATE UNIVERSITY
	WORKSHOP ON BOOKKEEPING & BASIC ACCOUNTING FOR NON-ACCOUNTANT	9/28/2019	9/28/2019	8.0		HACKS4GROWTH TRAINING & DEVELOPMENT
	ORIENTATION WORKSHOP AMONG JO CLERKS AND LABORATORY TECHNICIANS	1/15/2019	1/15/2019	8.0		VISAYAS STATE UNIVERSITY
	TARGET SETTING WORKSHOP	8/20/2018	8/20/2018	16.0		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 ORIENTATION & WRITESHOP AMONG CLERK & SECRETARIES	1/15/2018	1/15/2018	8.0		VISAYAS STATE UNIVERSITY


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS		N/A		N/A
	ADMINISTRATIVE SKILLS		N/A		N/A
	BOOKKEEPING SKILLS		N/A		N/A
	INTERPERSONAL SKILLS		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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<div>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>													
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
<div>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>													
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>													
<div>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div></div>													
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>ENGR. MARLON G. BURLAS</td><td>VISAYAS STATE UNIVERSITY</td><td>09176341520</td></tr><tr><td>ENGR. JOHN ALLAN A. GULLES</td><td>VISAYAS STATE UNIVERSITY</td><td>09125873306</td></tr><tr><td>LEGARIO B. RAMOS</td><td>VISAYAS STATE UNIVERSITY</td><td>09614357140</td></tr></table>				NAME	ADDRESS	TEL. NO.	ENGR. MARLON G. BURLAS	VISAYAS STATE UNIVERSITY	09176341520	ENGR. JOHN ALLAN A. GULLES	VISAYAS STATE UNIVERSITY	09125873306	LEGARIO B. RAMOS	VISAYAS STATE UNIVERSITY	09614357140
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<div>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</div>		<div><div></div><div><div></div><div>Signature (Sign inside the box)</div><div></div><div>Date Accomplished</div></div><div>Right Thumbmark</div></div>													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number</td></tr><tr><td>Government Issued ID:</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance:</td></tr></table>		Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number	Government Issued ID:	ID/License/Passport No.:	Date/Place of Issuance:										
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<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>															